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ABSTRACT

The sixth in a series of nine career education guides provides a brief general description of skills, training, and employment opportunities in the world of work for the junior and senior high school level. It also includes a page of questions and activities related to the descriptive text. (JR)

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CAREER EDUCATION

WORLD OF WORK

JUNIOR-SENIOR HIGH

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CAREER EDUCATION

PROJECT: Tri BOCES Planning and Development of a Comprehensive Career Education Program K–12

REGION: Cayuga BOCES
Cortland–Madison BOCES
Tompkins–Seneca–Tioga BOCES

McEvoy Educational Center
Cortland–Madison BOCES
Cortland, New York 13045

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FOREWORD

In a Career Education program, each student is provided with tools and/or information to help him develop a sense of self-awareness, to become cognizant of his abilities, temperaments, aspirations, goals, values, interests and needs in order to make realistic choices in the many career options available to him in the world of work.

The material developed in this unit was based on this premise with the goal of infusing these ideas into the present curriculum.

Career Education is a facet of education that can be related to the whole student and thus provide a vehicle to help youth prepare for the future and implement decisions that will hopefully lead to a rewarding and successful life.

G. Douglas Van Benschoten
Career Education Manager

This module written by Roxanne Thompson - South Lansing Center
Cover by Robert Gerlach - South Seneca Central School

SKILLS - TRAINING - OPPORTUNITIES

Jobs are sometimes grouped according to how much skill or training is needed to do the work and also how difficult the job is to do. It is important to think about the skill level of a job you choose because you may not realize how much schooling or training is necessary or how difficult a job is to handle if you have not investigated the required skills that are necessary to successfully complete the job. The job may turn out to be not at all what you expected - it may be so easy for you that you would be bored, or so difficult for you that you would be unhappy. On the other hand, it may require special training that you are unable, or unwilling, to get before you can even apply. However, it may be a job that would provide on-the-job-training, thus giving you the necessary skills to complete the job while being paid by your employer.

One point about being skilled, as compared to unskilled should be made clear. If a person has a job requiring little or no skills he/she can easily be replaced by the employer. This means there is little job security because the worker doesn't have anything special to make his/her employer think twice about laying him/her off. If the worker is trained or skilled the employer will not be so ready to do away with him/her because the employer may have spent a lot of time and money training the worker, and the employer may not be able to find another worker with the same skills. It is also true that in this age of automation we live in, machines are more and more taking over the jobs that require little or no training and thus the more skilled you are, the less likely it is that you

will be replaced by a machine. And it is a proven fact; the less skills you have to offer, the less you will be paid.

It is not necessary to start out as a skilled worker, however. Many jobs provide on-the-job-training and other incentives to help a person to become more highly skilled and thus reach a higher level on the career ladder and salary steps. Sometimes that includes a college education, but not always. There are many different ways a person can become highly trained in his chosen career.

Many factories and construction jobs will hire a person with no skills at all. The new employee can start out at a job requiring a minimum amount of skills. While these entry-level jobs are not usually the most sought after jobs, they ARE jobs and they do get a person looking for a career, STARTED on the career road. As the new employee masters this job and proves himself he may be given a more difficult, and better, job. For this job there may be a more experienced worker giving on-the-job training. This training does not take very long and no special schooling is needed. The worker gets paid while he is learning - and the pay is much better than at the entry-level job. These jobs are sometimes called semi-skilled jobs. Can you think of any jobs that require a skill that can be obtained quickly and easily this way?

1. _____

2. _____

If the worker wants to go on further, most factories and construction trades offer apprenticeship programs in the job categories that require much skill and training. A good, responsible worker can apply for one of these programs. If he passes the written test he may become and apprentice and for a period of at least two years (sometimes longer)

he must take special instruction and classes to learn the skill. While the worker usually gets paid for this, it requires a commitment of time and effort. However, once the apprentice satisfactorily completed the program, he becomes a highly skilled worker and thus very valuable to his employer. This is immediately seen in the salary raises. Can you think of any jobs that require an apprenticeship period?

1. _____

2. _____

A highly skilled worker makes a very good salary and has a certain amount of job security, but if a worker wants to go on it is even possible that he may be asked to go away to a special school for special training or to be a foreman or a supervisor and gradually leave the factory floor for management. Management calls for a college diploma more and more nowadays however, many companies will pay part or total tuition costs for college credit if the courses are job related. So this is a much better career route for the person who wants to get a job immediately after high school, wants to work with his hands, and wants a chance to advance himself.

However, there are many other fields that traditionally have required college educations, but today one can start out with a minimum of training and skills and by getting on-the-job-training and going to school at the same time a person can move up the career ladder. This is especially good for a person who wants a job that requires a college degree, but for one reason or another cannot afford to go to school fulltime. For instance, a person can get a job as a teacher-aide or a dental assistant. Sometimes this requires some of the education or training that a professional has, thus these people are called

para-professionals. However, oftentimes the person will be trained on-the-job. Then, as the person becomes more familiar with the work, the employee may decide to return to school part-time to learn more about the field and be able to take a more demanding position. So that over a period of time, a dental assistant could train to be a dental hygienist and possibly even a dentist or a teacher aide could train to be a student teacher, and then a teacher, and finally maybe even principal. It also allows the person who does not want to go through all the schooling and training of the professional to still work in the career field he prefers. One of the newest examples of this is the job of para-medic which allows a person to work somewhat as a doctor would although in a very limited way. Can you think of any other examples of a job that a para-professional might have?

1._____

2._____

These jobs are in great demand because society does not have the number of professionals it needs in many fields. The para-professionals help in trying to bridge the shortage of doctors, etc.

There are many other careers that can only be acquired by going to school - such as a college professor, or a TV technician and others that require skill, ability and practice - such as a professional baseball player or a musician.

However, the point that a person trying to choose a career should remember is that your first job in a field does not have to be the only job you can ever be qualified for, and also that there are jobs in every field that you can do. Medicine is not just doctors, but nurses, lab technicians, nurses' aides, orderlies, X-ray technicians, medical secretaries, etc. If you love flying on airplanes, but didn't

want to be a pilot, how about a stewardess, air tower controller, airplane mechanic, steward, ground hostess, reservation clerk, navigator, ground crewman or airport manager?

QUESTIONS AND ACTIVITIES

1. Go through the reading above and find the underlined words. Write them below. Then find out what they mean and put the definition on the line next to the word. (You should find eleven words)

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	

2. If a person wants to get a job immediately out of high school, what kinds of jobs can he get? (Give examples)

3. Name three (3) ways a person can climb the career ladder to get a better job.

4. Circle the answer that BEST fits you:

   A. I would like a job that is:

      a) easy to do and quick to learn.
      b) challanging and takes a lot of effort and practice.

   B. I would like a job that:

      a) once I know what has to be done I never have to go back to school or training classes and I can just do that one job always.
      b) that can lead to a more difficult job if I want.

   C. I want a career that:

      a) I can just walk off the street and start work immediately.
      b) I need special schooling for.

   D. I want a job that:

      a) requires me to use my hands.
      b) requires me to use my head.